

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

NURSE CONSULTANT

JOB DESCRIPTION

Employees in this job provide consultation to nursing and health care providers in the public and private sector to improve nursing and other health care programs, practices, and standards.

There are four classifications in this job.

Position Code Title – Nurse Consultant-E

Nurse Consultant 10

This is the intermediate level. The employee performs an expanding range of professional nursing consultant assignments while learning the operations of the work.

Nurse Consultant P11

This is the experienced level. The employee performs a full range of professional nursing consultant assignments in a full functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title-Nurse Consultant-A

Nurse Consultant 12

This is the first advanced level. The employee may function as a lead worker overseeing the work of other professionals or as a nurse consultant with responsibility for a regional area.

Position Code Title-Nurse Consultant-2A

Nurse Consultant 13

This is the second advanced level. At this level, the employee is responsible for the performance of work identified by Civil Service as being specialized in nature and statewide in scope, or for education/licensure review activities.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts inspections of nursing and health care facilities to ascertain that standards for accreditation, licensure, and certification are maintained; reviews medical and other pertinent records and specific health care facility layout and environmental conditions; observes nursing and related practices for conformance with standards and regulations; prepares reports of findings and recommends program improvements.

Coordinates teams comprised of professionals from various health-related fields to inspect licensed and certified nursing and health care facilities and determine their compliance with health care standards; issues citations of deficiencies which require provider action and written plans of correction.

Consults with and provides technical assistance to nursing and health care providers through the provision of visits, workshops, and related services, and the interpretation or clarification of regulations.

Serves as an expert resource to other professionals and management in nursing and health care program planning, development, and implementation.

Provides specialized clinical consultation to other state and local agencies.

Develops quality assurance standards and protocols, program criteria, and policies for child and family services programs.

Provides expert witness testimony in court and administrative hearing processes regarding violations found during health care facility reviews.

Conducts and participates in conferences and workshops with federal, state, and local health departments and professional associations relative to health care problems, current solutions, and resources; provides instruction by demonstrating nursing techniques or explaining principles and theory.

Assesses trends and developments in health care and nursing; identifies program needs, and projects the impact of changes on programs and services.

Provides information and guidance in the development of policies and standards of nursing practice for new programs; adapts nursing procedures and practices to meet the changing needs of nursing and health care programs.

Maintains liaison with other professionals, community agencies, and interested parties relative to program review and appraisal and problem resolution.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Nurse Consultant 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Nurse Consultant 12 (Senior Worker)

Performs on a regular basis professional nursing consultative assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

Nurse Consultant 13 (Second Advance Worker)

Performs on a regular basis professional nursing consultative assignments in a nursing care specialty area that is statewide in scope, or serves as a nursing consultant for education/licensure review.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of general nursing principles, practices, and standards.

Knowledge of specialized techniques of nursing care.

Knowledge of hospital, nursing care, and other health care facilities and personnel.

Knowledge of pharmaceutical services, medical services, social services, dietary services, rehabilitation services, infection control, and environmental services.

Knowledge of the scope, objectives, functions and principles of local health care nursing.

Knowledge of community organization.

Knowledge of the activities of educational and social agencies as related to local health care.

NURSE CONSULTANT

PAGE NO. 4

Knowledge of local health department practices and their relationships to state government.

Knowledge of instructional methods in the work.

Ability to evaluate nursing and health care programs and facilities according to prescribed standards.

Ability to analyze health care needs, and to plan, develop, and promote nursing care or health care programs.

Ability to provide testimony in court and administrative hearings.

Ability to interpret and apply new developments or experimental theories to problems not readily treatable by accepted methods.

Ability to analyze and interpret complex nursing/health care related data.

Ability to provide leadership to other professionals in health care and related fields.

Ability to identify training needs, plan, and conduct training workshops and meetings.

Ability to maintain records, and prepare reports, and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Nurse Consultant 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Nurse Consultant 13 (Second Advance Worker)

Ability to provide nursing consultation in a specialty area that is statewide in scope, or as a consultant for education/licensure review programs.

Working Conditions

Employees may be required to travel, and may be exposed to diseases and illnesses.

Physical Requirements

None.

NURSE CONSULTANT

PAGE NO. 5

Education

Possession of a master's degree in nursing, public health, or a closely related health field.

Experience

Nurse Consultant 10

One year of professional experience in a position of nursing leadership, such as clinical specialization, teaching, supervision, administration, or consultation.

Nurse Consultant P11

Two years of professional experience in clinical specialization, teaching, supervision, administration, or consultation including one year of post-master's degree experience (obtained in a position which requires the MSN, MPH, or closely related health field degree at entry) or one year of experience equivalent to a Nurse Consultant 10 in state service.

Nurse Consultant 12

Three years of professional experience in clinical specialization, teaching, supervision, administration, or consultation, including two years of post-master's degree experience (obtained in a position which requires the MSN, MPH, or closely related health field degree at entry) or one year of experience equivalent to a Nurse Consultant P11 in state service.

Nurse Consultant 13

Four years of professional experience in clinical specialization, teaching, supervision, administration, or consultation, including three years of post-master's degree experience (obtained in a position which requires the MSN, MPH, or closely related health field degree at entry), or two years of experience equivalent to a Nurse Consultant P11 in state service, or one year of experience equivalent to a Nurse Consultant 12 in state service.

Special Requirements, Licenses, and Certifications

Possession of a Michigan Registered Nurse license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

NURSE CONSULTANT

PAGE NO. 6

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
NURSECST	Nurse Consultant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Nurse Consultant-E	NURSCSTE	W22-026
Nurse Consultant-A	NURSCSTA	W22-029
Nurse Consultant-A	NURSCSTA	NERE-029
Nurse Consultant-2A	NURCST2A	W22-030
Nurse Consultant-2A	NURCST2A	NERE-097

ECP Group 2
Revised 5/31//02
EG/VLWT/MBK/KLLR